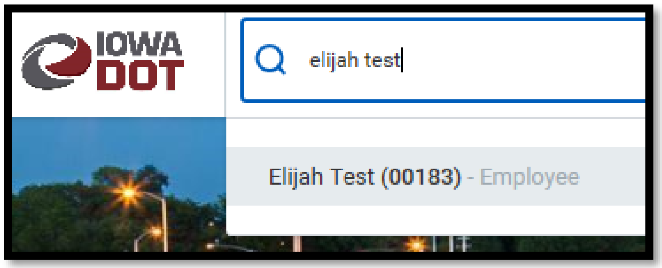
MANAGE ADDITIONAL DATA

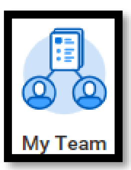
As a manager, you will have the ability to manage additional information of members of your team.

HOW TO ACCESS ADDITIONAL DATA

1. You can get to member of your team via multiple routes.
   a. From the **Search Bar,** you can type in the name of the employee you are searching for and then click their name.



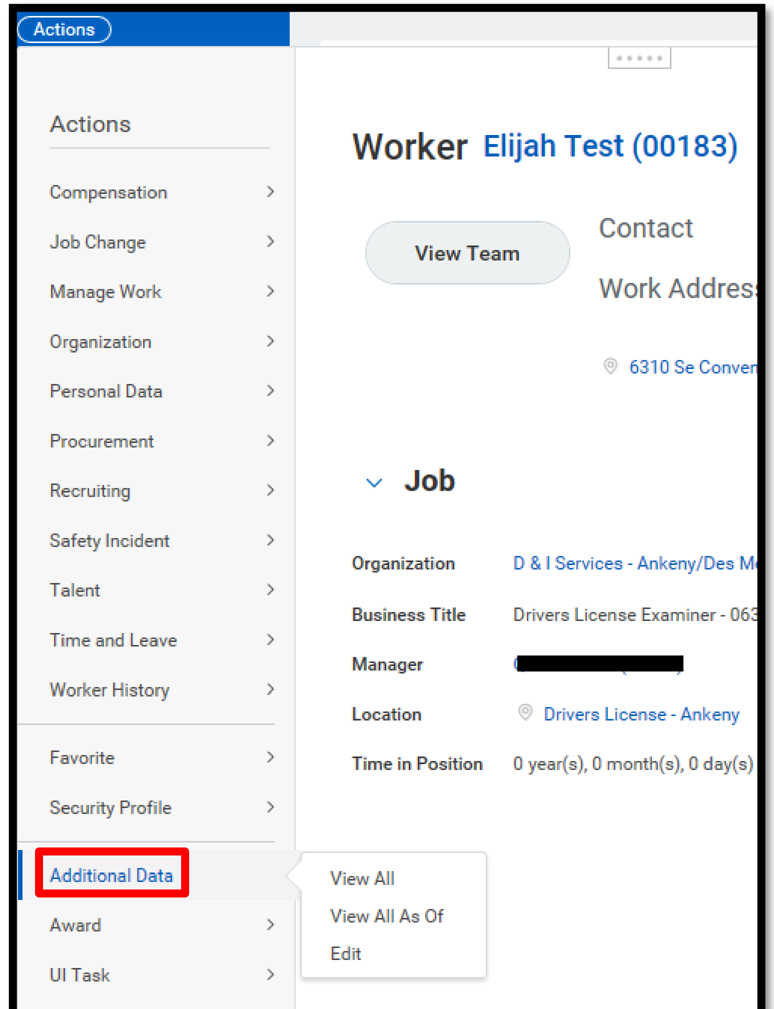
   b. From your **Worker Profile,** you can click on the **Team** icon to see all the employees on your team via the **Org Chart**. You can then click the name of the team member you need to manage additional data for.



   c. From the **My Team** application, if you have it added to your applications on the main page, you can click the name of the team member you need to manage additional data for.

2. After you arrive at your employee's profile page, you will click on the Actions button. 

3. Find **Additional Data** and click on it.



4. Depending on Location and Employee Requirements you may see several different sections here. The sections that you may need to edit are **Real ID**, **Badge Number**, and **Driver's License** information. You can edit this information by clicking **Edit**.

   a. **Real ID** – This will only show up for employees that need it. You can edit the field after the background check.

   b. **Badge Number** - For employees that have a badge number (MVE) you can edit the field as soon as you know the badge number.

   c. **Driver's License** – If the employee is required to have a license for his/her position, please enter the Driver's License info in this section.